

Online Readiness Quiz

Find out if you have the skills necessary to succeed in an online course by taking the Online Learning Readiness Quiz below. Each question is assigned a point or points based upon your answer. You must answer each statement for accurate results. Add up your points and use the scale at the end of the quiz to determine your readiness level for participating in an online course.

| Learning Online | Strongly Agree | Somewhat Agree | Disagree or Not Sure |
|--|---------------------------|---------------------------|---------------------------------|
| I expect to spend as much time in an online course as I would if I were taking an on-campus course. | 3 | 2 | 1 |
| I understand that online courses are not self-paced (i.e., I will have deadlines that I will need to meet). | 3 | 2 | 1 |
| I have a place to work on assignments without distractions. | 3 | 2 | 1 |
| I have a clear reason for wanting to take courses online. | 3 | 2 | 1 |
| I realize that taking an online course can involve various types of activities including participating in discussion boards, group projects, watching videos, interacting with the instructor and other students, readings, and presentations. | 3 | 2 | 1 |
| | | | |
| Time Management | Strongly Agree | Somewhat Agree | Disagree or Not Sure |
| I am good at managing my time. | 3 | 2 | 1 |
| I always get my work done on time. | 3 | 2 | 1 |
| I have a weekly schedule so that I am aware of tasks and deadlines that I need to meet/accomplish. | 3 | 2 | 1 |
| I will be able to devote 17-21 hours per week to my online learning course. | 3 | 2 | 1 |
| I am a self-starter and can accomplish tasks without frequent reminders. | 3 | 2 | 1 |
| | | | |
| Communication/Support | Strongly Agree | Somewhat Agree | Disagree or Not Sure |
| I am comfortable using email. | 3 | 2 | 1 |
| It is easy for me to ask for help either from my instructor or other classmates. | 3 | 2 | 1 |
| I am willing to interact with my online classmates in a collaborative learning environment. | 3 | 2 | 1 |
| I have the support of family and friends to pursue my educational goals. | 3 | 2 | 1 |
| I am comfortable expressing my opinions and thoughts in writing. | 3 | 2 | 1 |
| | | | |
| Technology | Strongly Agree | Somewhat Agree | Disagree or Not Sure |
| My Internet connection is fast and reliable, such as a cable modem or DSL. | 3 | 2 | 1 |
| I feel at ease using the computer (downloading and uploading files, using word processing software, etc.) | 3 | 2 | 1 |
| I know how to manage documents and files on my computer. | 3 | 2 | 1 |
| I am pretty comfortable using the Internet to find information. | 3 | 2 | 1 |
| I know someone who can help me if I experience computer problems. | 3 | 2 | 1 |

Results/Feedback

Learning Online

| 5 – 11 Points | 12 – 15 Points |
|--|--|
| <p>It looks like you need to explore your readiness for online learning a little further. It is important to know that taking courses online involve just as much work (sometimes more) as taking on-campus courses. While online learning offers flexibility and convenience, you will have weekly requirements (such as assignments, readings, and participation in discussion boards). Having a dedicated place to work without distractions can help you concentrate and achieve your goals.</p> | <p>It looks like you are ready for the online learning environment. It is important to know that taking courses online involves just as much work as taking courses in a physical classroom. While online learning offers flexibility and convenience, you will have weekly requirements (such as assignments, readings, and participation in discussion boards). Having a dedicated place to work without distractions can help you concentrate and achieve your goals.</p> |

Time Management

| 5 – 11 Points | 12 – 15 Points |
|---|--|
| <p>Being able to manage your time is crucial for doing well in your online courses. From your answers, it looks like you could benefit from developing a strategy for managing your weekly assignments and tasks. Finding the time to read the materials and complete assignments is very important. Disciplining yourself to log into your course daily and complete assignments may seem challenging, but is necessary if you want to do well. For instance, allocate a certain amount of time each week for each task. Succeeding in the online learning environment is closely related to your ability to manage your time – think about ways that you can maximize your schedule so that you use your time efficiently and productively.</p> | <p>Your responses indicate that you manage your time pretty well. Being organized and having good time management is crucial for doing well in your online courses. Finding the time to read the materials and complete assignments is very important. Disciplining yourself to log into your course daily and complete assignments may seem challenging, but is necessary if you want to do well. Know the course expectations and plan accordingly. Succeeding in the online learning environment is closely related to your ability to manage your time – and it looks like you are well on your way.</p> |

Communication/Support

| 5 – 11 Points | 12 – 15 Points |
|---|--|
| <p>You may want to look at your ability to communicate by expressing your thoughts in writing. In an online course, being able to communicate online is extremely important. Much of the online course involves communicating with your instructor and classmates in writing. This can take the form of chats, emailing, posting on discussion boards and written assignments. You should also feel comfortable in asking your instructor or classmates for help if you have questions. It's also good to have the support of family and/or friends. In addition, be aware of different resources that may be available to help you communicate and feel connected such as community spaces, portfolios, office hours, question/answer sessions, etc.</p> | <p>Communicating by email and expressing your thoughts in writing is extremely important in the online learning environment. From your answers, you indicate that you are comfortable in doing this. Much of the online course involves communicating with your instructor and classmates in writing. This can take the form of chats, emailing, posting on discussion boards and written assignments. Being able to ask the instructor or classmates for help has been linked to academic success. It's also a good idea to have the support of family and/or friends. In addition, be aware of different resources that may be available to help you communicate and feel connected such as community spaces, portfolios, office hours, question/answer sessions, etc.</p> |

Technology

| 5 – 11 Points | 12 – 15 Points |
|--|---|
| Having the right equipment (hardware, software, and an Internet connection) is critical for taking online courses. You may want to evaluate your technology skills to ensure that you are able to perform the necessary tasks in the online learning environment. For instance, the ability to search the internet and download files is very important. | You seem pretty comfortable with technology, so you shouldn't have problems interacting in the online course environment. Making sure that you have the right equipment (hardware, software, and an Internet connection) is critical for taking online courses. Being able to surf the internet and find pertinent information has been shown to correlate with academic success. |

Please see the following links for assistance in any of the above areas.

Technology:

<http://www.gcflearnfree.org/computers> - GCF (Goodwill Community Foundation) LearnFree.org. Be sure to check out their Tech Savvy Tips and Tricks and the Information Savvy sections in addition to the many other sources of Computer information and tutorials from word processing to emails, discussion posts, and blogs.

The following sites will assist you with Communication Skills – writing, presentations, etc.

<http://www.mindtools.com/CommSkill/WritingSkills.htm> - Written Communication Skills

<http://www.mindtools.com/page8.html> - Communication Skills

<http://owl.english.purdue.edu/owl/> - Purdue Online Writing Lab

Need keyboarding (typing skills):

<http://www.typingweb.com/> - You will need to create a login name and password, but does not require an email.

<http://www.freetypinggame.net/> - Typing games, lessons, and typing tests

Time Management Skills for Online Students

<http://www.elearners.com/online-education-resources/online-learning/time-management-for-online-learners/>